
Title: Printer Configuration Policy

1.0 Overview

Default configurations of network printers and print servers come with many unnecessary features enabled. To minimize network or security problems these devices must be properly configured with password protection and with unnecessary features disabled.

2.0 Purpose

To develop a standard network printer and print server configuration.

3.0 Scope

All network printers and print servers operating on Middle Georgia State College computer networks.

4.0 Policy

- The Hostname **MUST** be set per the Naming Convention Policy requirements. The following are examples:
 - CC-MEM117-EPR Cochran Employee Printer in Memorial Hall
 - CC-DIL101-APR Cochran Academic (Classroom) Printer in Dillard Hall
- Time Zone must be set to US Eastern with daylight savings time as ON and must point to NTP.MGA.EDU as the network time protocol (NTP) server.
- Use DHCP to obtain TCP/IP settings (Gateway, Net mask, DNS, WINS and domain name).
- In addition the following network protocols are generally not used and must be disabled if not in use:
 - **Netware and IPX/SPX**
 - **AppleTalk and Ethertalk**
- All print servers and network printers operating on Middle Georgia State College computer networks must have the following services disabled if not used:
 - **FTP (TCP 21)**
 - To disable the ability to ftp to Jetdirect: ftp-config: 0
 - **TFTP (UDP 69)**
- SNMP set must be disabled unless required.
- All network printers and print servers must have network configurations protected with a password that complies with the password policy.

The CIO must approve any changes to this policy.

5.0 Revision History

12/04/06 - Original

4/18/2013 - Updated for re-approval as consolidated institution